

DRAFT
ADVISORY STAKEHOLDER GROUP GUIDELINES
KAILUA BAY ADVISORY COUNCIL
KAILUA WATERWAYS IMPROVEMENT PROGRAM

Tetra Tech EM Inc. (Tetra Tech) is implementing the Kailua Waterways Improvement Program (KWIP), under contract with the Kailua Bay Advisory Council (KBAC). The mission of the KWIP is to develop a Strategic Implementation Plan (SIP) recommending actions that will improve water quality in Kailua waterways. The SIP will:

- Describe water quality problems in the Kailua waterways system
- Identify and prioritize appropriate remedial measures, and
- Outline a strategy for implementing the most feasible measures that will result in the greatest improvement in water quality.

Tetra Tech will be assisted by an Advisory-Stakeholder Group (ASG), representative of the community and relevant organizations, to help develop the SIP. This document provides general guidance to the ASG.

1. Purpose and Scope. The purpose of the ASG, in cooperation and coordination with Tetra Tech and KBAC, is to provide input to develop the SIP for the Kailua waterways. The scope of the ASG is to assist Tetra Tech in identifying and prioritizing the water quality issues and relevant solutions and measures to improve them, and to assist Tetra Tech in preparing the SIP.
2. Regular ASG Meetings. The ASG will meet at least once a month at a regularly scheduled day and time selected by the ASG and Tetra Tech, unless otherwise determined by the ASG and Tetra Tech. Regular ASG meeting agendas, times, dates, and locations will be announced at least a week prior to the meeting through electronic mail and by written notice for those persons without access to e-mail; a reminder will also be distributed electronically 2 days prior to the meeting. Meeting announcements will be sent to ASG members and other interested parties.
3. ASG Workgroup Meetings. Workgroups and workgroup meetings will be established and scheduled as determined and announced at regular ASG meetings.
4. Open and Public Meetings. All meetings of the ASG shall be open and public, and all persons shall be permitted to attend any meeting of the ASG.
5. Attendance by ASG Members. All ASG members are encouraged to attend regular meetings as practicable. Each member may designate an alternate to attend in his or her place if necessary.
6. Term of Office. Each ASG member is requested to serve until the completion of the SIP, scheduled in April 2003. Requests for new membership should be provided to Tetra Tech.
7. Meeting summary. A summary of each regular ASG meeting will be distributed to the ASG and KBAC 7 days following the meeting. Comments on the meeting summary may be provided to Tetra

Tech within 7 days prior to the next regular ASG meeting. The summary will not constitute meeting minutes; there will be no approval of the meeting summary.

8. Co-Chair Positions. Two co-chairs will facilitate the ASG meetings. Tetra Tech will designate one of its staff as one co-chair position and the participants in the ASG will identify an ASG co-chair.
9. Duties of Tetra Tech and ASG Co-Chairs. The Tetra Tech and ASG co-chairs will conduct ASG meetings. Tetra Tech is responsible for the meeting facilitation and preparation of the meeting summary and will prepare and receive input for the agenda. The ASG co-chair will review and comment, as needed, on all ASG meeting summaries.
10. Workgroups. The ASG shall establish workgroups as needed. Tetra Tech will facilitate the workgroups by conducting an orientation and training to help them fulfill their intended purpose.
11. ASG Communication. All communications, comments, suggestions, and concerns should be directed to the Tetra Tech and community co-chairs. Tetra Tech will be responsible for the dissemination of all technical information, unless otherwise agreed to by individual work groups.
12. Rules of Conduct. All ASG members and members of the community are encouraged to express their opinion on any matter before the ASG. Everyone is expected to follow the Golden Rule.
13. Agenda. Tetra Tech and the ASG co-chair will develop the meeting agendas to be included in the next regular ASG meeting notice.

Kailua Waterways Improvement Program: *Working Together From Ridge To Reef*